

Dear Colleague:

I am pleased to announce the Ocean Freight Reimbursement (OFR) Program for Fiscal Year (FY) 1999. Registered U.S. private and voluntary organizations (PVOs) are welcome to apply for reimbursement for the costs of their ocean freight commodity shipments. Applications will be accepted by this office no later than **November 6, 1998.**

PVOs seeking funding under this program in FY 1999 should give careful attention to the enclosed application guidelines which describe the purpose, scope and selection process for the program, and which provide specific instructions on application format. **There are two separate OFR programs to transport goods-- the OFR worldwide program and the NIS program. PVOs will be required to submit a separate Request For Application for those activities in the NIS countries and another application for the worldwide program (EXCLUDING NIS countries).** Registered U.S. PVOs are eligible to apply for both programs. Adherence to the guidelines will form the basis of the selection review process by the Office of Private and Voluntary Cooperation (PVC). The OFR guidelines will be discussed in detail at the PVO/PVC Partnership RFA Workshop on September 24 - 25, 1998, at the Holiday Inn, Rosslyn Westpark, Arlington, Virginia. Please call (703) 741-0560 for workshop information.

Applicants should note that the competition for OFR dollars is keen. The number of PVOs eligible to compete for OFR continues to increase each year while the funding level remains constant. Total funding for FY 1998 was \$2.8 million and \$3.5 million each for the worldwide and NIS programs respectively. **OFR awards in FY 1999 will be limited to a maximum of \$150,000 for the worldwide program and to \$300,000 for the NIS program.** We believe these established limits will allow more PVOs an opportunity to participate in the OFR program. We encourage PVOs who have not previously benefitted from this program to apply. Given the high level of competition expected, we urge all prospective applicants to respond as completely and as thoroughly as possible to each section of the application. **Please pay attention to the format changes in this year's application.**

We look forward to receiving many fine applications this year and appreciate the opportunity to collaborate with you as a partner in overseas development. Should you have any questions, please call Kevin C. Rafferty at (202) 712-4795.

Sincerely,

John P. Grant, Director
Private and Voluntary Cooperation
Bureau for Humanitarian Response

Enclosure:

Annex A - PVC Results Report

**BUREAU FOR HUMANITARIAN RESPONSE
OFFICE OF PRIVATE AND VOLUNTARY COOPERATION**

Fiscal Year 1999 Ocean Freight Reimbursement Program

Guidelines

A. OVERVIEW OF THE OFFICE OF PRIVATE AND VOLUNTARY COOPERATION

USAID's Office of Private and Voluntary Cooperation (BHR/PVC) is the focal point for the Agency's partnership with U.S. Private Voluntary Organizations (PVOs) and Cooperative Development Organizations (CDOs). BHR/PVC's competitive grants programs provide direct support to the U.S. PVOs and their local partners to address critical needs in developing countries and emerging democracies. These programs include: Matching Grants, Child Survival Grants, Cooperative Development Grants, Farmer-to-Farmer Grants, Development Education Grants, and Ocean Freight Reimbursement Grants. BHR/PVC is responsible for registering U.S. PVOs for the Agency, and is a central contact point in USAID for information on PVO capabilities and programs. The Office is also a key actor in the development of Agency policies and procedures that affect these U.S. organizations.

PVC's Strategic Plan

Each USAID operating unit is guided by its own Strategic Plan that in turn contributes to the Agency's sustainable development goals. BHR/PVC's Strategic Plan outlines its program directions and provides a framework for all the grants programs funded and administered by the office. It articulates the specific approaches and performance indicators that will guide the office's work through the year 2002. Given its importance, all prospective applicants are urged to familiarize themselves with PVC's strategic plan prior to preparing their application. It can be accessed through the USAID Homepage at: www.info.usaid.gov/hum_response/pvc/ Highlights are provided below:

PVC's Strategic Objective (SO) is to "increase the capability of PVC's PVO partners to achieve sustainable service delivery."

This Strategic Objective builds upon PVC's expertise and historical experience working with U.S. PVOs and CDOs, and reflects its primary mission of strengthening the technical and managerial capacity of these partners to successfully contribute to international development. PVC is uniquely positioned within USAID to build institutional capacity. Over the years, PVC's grants have helped many organizations strengthen their institutional capacities and improve their ability to implement programs that USAID and other donors support.

PVC's Strategic Objective has three distinct elements -- capacity-building, service delivery, and sustainability -- all of

which are critical for ensuring the significant impact of the work of PVOs on international development problems. The Strategic Objective reflects PVC's commitment that improvement in capability will result in tangible improvements in services to people in developing countries and that the benefits of PVO programs will be sustained over the long term.

Achievement of PVC's Strategic Objective will lead to its goal of achieving sustainable development in priority sectors in which USAID is focusing its efforts: Economic Growth; Population and Human Health; Environment; Democracy; Basic Education and Training; and Crisis Avoidance, Mitigation and Relief. PVC's Strategic Plan recognizes that the capacity of PVOs to partner effectively with local organizations will achieve another important outcome: NGO and other local partners strengthened. The Office has incorporated this critical, complementary objective in its plan as a Sub-Goal.

To achieve its Strategic Objective, PVC has identified five sub-objectives, or "Intermediate Results", that cut across all of the grants programs supported by the Office. These focus on five areas that are critical to achieving PVC's strategic objective: improving the operational and technical capability of PVOs; strengthening the partnership between USAID and the PVOs; strengthening partnerships between U.S. PVOs and local NGOs; improving the mobilization of resources by PVOs, and raising public awareness about international development. These are discussed below in more detail under the highlights from this year's results report.

Measuring and Reporting on the Results of PVC's Grants Programs

PVC's competitive grants programs are the main mechanism for PVC to implement its strategy, and therefore, it is critical for PVC to be able to demonstrate solid and convincing results from its grant programs. The office judges its success in achieving the objectives of its Strategic Plan by reporting annually on key performance indicators, related to its strategic objective and intermediate results. The impact, or results achieved by the PVOs in the various grants programs are consolidated by PVC and reported in an annual Results Report. This information is the foundation for the Office budget request and is incorporated into USAID's annual Results Report to Congress.

This is the second year that the Office has consolidated results from PVC funded grants and reported to the Agency on the impact of the PVO activities it supports. This report includes PVC's performance indicators, future year performance targets and results achieved over the last year. Given its importance, PVC's most recent Results Report is attached as Annex A. A careful review of this report will help applicants to address one of the key questions in this year's RFAs -- how your proposed

program will contribute to PVC's Strategic Objective and intermediate results.

Highlights from this year's Results Report

At the **Strategic Objective level**, PVC reported the following results in relation to the three key aspects of the Objective:

(1) Capacity Building -- There has been a slow but steady improvement in the organizational capacity of our PVO partners as measured by our capacity assessment index -- the Discussion Oriented Organizational Self-Assessment (DOSA). There has also been a 21% membership increase in key PVO networks supported by PVC.

(2) Service Delivery -- Both child survival and microenterprise programs have shown impressive strength. Child survival programs had a substantial upward performance trend in maternal immunization and exclusive breastfeeding, a consistent increase in women's knowledge of when to seek antenatal care and in Tetanus Toxoid coverage. There was a 75% increase in loan volume in microenterprise projects.

(3) Sustainability -- 8% of microenterprise programs have achieved full operational sustainability. However, many PVO programs showed an ongoing decline in the level of local financial contributions to their programs.

PVC reported strong performance in relation to its **five key Intermediate Results**:

1. Operational and Technical Capacity of U.S. PVOs Improved

Improving the operational and technical capacity of U.S. PVOs directly affects their ability to achieve sustainable service delivery and to transfer this capacity to local NGOs. Results achieved this year include:

- The quality of PVO program plans increased in most of the quality areas rated. While capacity was very strong in use of state-of-the-art technical approaches, both sustainability planning and use of appropriate performance indicators were identified as areas needing improvement; and
- 45% of PVC-funded grants have a systematic approach to monitoring program performance and measuring impact.

2. Strengthened Partnership between USAID and U.S. PVOs

PVC plays a significant role in identifying and addressing issues of importance to the PVO community and strengthening

the USAID/PVO partnership, in part through its capacity as Secretariat of the Advisory Committee on Voluntary Foreign Aid (ACVFA). A key result achieved this year was:

- The number of ACVFA recommendations adopted by the Agency increased.

3. Strengthened U.S. PVO and NGO Partnership

This is a key Intermediate Result, which supports PVC's Strategic Objective and contributes directly to the sub-goal of the office, "NGOs and other local partners strengthened". The objective of fostering partnerships between PVOs and NGOs is to bring the unique strengths, experiences and insights of the two types of organizations together in a synergistic way to increase the impact of development assistance and to build and sustain the capacity of local NGOs to promote effective development at the community level. A strong partnership implies, among other things, a sharing of resources and transparency and clarity on roles and responsibilities. Results achieved this year include:

- 75% of the PVOs had formal partnerships with local organizations as compared to 50% last year; and
- An increased percentage of PVOs transferred resources to their local partners, and 61% of these PVOs assisted their NGO partner to leverage resources from external sources.

4. Improved Mobilization of Resources by PVC's PVO Partners

A broad and diversified funding base that avoids over-dependence on any one donor is a critical factor in PVO sustainability. Results achieved this year include:

- The percent of PVOs with a diversified funding based increased.

5. U.S. Public Awareness Raised

Increased understanding and awareness of the benefits of international assistance will lead to increased public support of PVO programs and a more diversified funding base. Public support for PVOs reflects a public-private partnership that is nurtured by informing and educating the public about development needs, programs and the role that PVOs and CDOs play in delivering important development services. A key result achieved this year was:

- 39% of the PVOs are currently measuring change in public awareness of development assistance, as compared

to 17% last year.

Strategic Priorities for 1999

Given the importance of PVO grants to the achievement of the objectives of PVC's Strategic Plan, all applicants this year are asked to give particular attention to describing how their proposed program will contribute to PVC's strategic objective and five Intermediate Results.

Based on PVC's experience over the last year and the analysis presented in PVC's Results Report, this year's RFA also places particular emphasis on the following priority areas:

Capacity building for NGOs and other local organizations:

Strong emphasis is placed on strengthening the capacity of NGOs and other local partners through the grants programs, and on establishing clear capacity building objectives. Applicants to the Matching Grants and Child Survival Program are also asked what skills they need to develop in order to carry out capacity building activities more effectively, and how the proposed program will help them do so. Successful applicants in these two programs are expected to establish a formal Memorandum of Understanding with their local partner(s) after the grant is awarded and to develop a plan to measure changes in their partner's organizational capacity.

Sustainability: Strong emphasis is placed on promoting the long term sustainability of program related activities or benefits. PVC encourages all applicants to be as specific as possible in defining their approach to sustainability, in articulating a clear sustainability plan, and in defining how sustainability will be measured. Particular emphasis will be placed this year on financial sustainability, including creative approaches to resource mobilization.

Managing for Results and Performance Reporting: Strong emphasis is placed on well designed programs with a concise, manageable set of objectives that accurately reflect the results and impact that the program seeks to achieve, and a clear set of indicators to measure program performance. All applicants are urged to develop a clear and complete monitoring and evaluation plan for their proposed program. Please make note of the new **Planning Matrix** for several of the grants programs.

In addition to the priorities outlined above, PVC will be looking closely at the proposed costs of the programs in relation to the planned activities to be carried out and projected benefits. Applicants are encouraged to carefully consider innovative ways to achieve cost savings or economies of scale in their programs.

Finally, PVC is encouraging innovative ways to involve new PVOs and to multiply the capacity building effects of its programs. In the Matching Grants and Child Survival Grant Programs, PVC strongly encourages experienced PVOs that have successfully completed at least one grant with PVC to partner with another U.S. PVO with international development experience but no prior grant experience with PVC. The Farmer-to-Farmer program encourages experienced implementors to partner with other eligible organizations with appropriate skills that are interested in developing a volunteer program in international development.

B. PREPARATION AND SUBMISSION OF APPLICATION

1. All requests for Ocean Freight Reimbursement funding for FY 1999 must be made by completing the application. Each question and response should be printed on one side of the page only. **Please note:** submit one application for activities involving NIS countries only; submit another application for the worldwide program, **EXCLUDING** NIS countries.

Contents of each Application (Worldwide and/or NIS only) must include:

- Cover Letter
- Organizational Chart
- One page summary of a success story of an OFR supported activity (prior grantees only)
- Body of Application
- Consignee Affidavit for each country. This form names the person in the recipient country who will be responsible for receiving and distributing the supplies.
- Duty-Free Status: Certification from the recipient government(s) that the applicant may import commodities duty-free.

2. New applicants must attach a consignee affidavit and a certification of duty-free status for each country to which they are seeking authorization to ship goods and supplies. Current participants adding a new country to their approved-country list must attach a consignee affidavit and a certificate of duty-free status.

3. All applications (**original and 5 bound single-sided copies**) must be submitted under cover letter to the address below and received no later than **November 6, 1998**. Applications should be sent to:

By Mail:

Kevin C. Rafferty
Ocean Freight Review Committee
Agency for Int'l Development
BHR/PVC/IPS, Room 7.6 D
Ronald Reagan Building
Washington, DC 20523-7600

Courier/Federal Express:

Kevin C. Rafferty
Ocean Freight Review Committee
USAID/BHR/PVC, Room 7.6 D
Ronald Reagan Building
1300 Pennsylvania Avenue, NW
(Enter at 14th Street Lobby)
Washington, DC 20004-3002
(202) 712-4795

USAID CONTACT

Any subsequent questions concerning these guidelines or the grant program, in general, should be referred to Kevin C. Rafferty, Chair of the Ocean Freight Reimbursement Program Review Committee, telephone (202) 712-4795 or (703) 741-0563. Written inquiries may be directed to the above address.

C. PROGRAM OBJECTIVES

The Ocean Freight Reimbursement (OFR) Program is authorized under Section 123(b) of the Foreign Assistance Act. It states:

"In order to further the efficient use of United States voluntary contributions for development, relief and rehabilitation of friendly peoples, the President is authorized to use funds made available for the purpose of this chapter... to pay transportation charges on shipments by the American Red Cross and by United States voluntary agencies registered with the U.S. Agency for International Development."

Recipients of OFR funds ship a wide variety of goods overseas for use in privately funded development and humanitarian assistance programs. **OFR funds may not, however, be utilized to ship religious or proselytizing materials, P.L. 480 food commodities or other commodities funded by the U.S. Government (USG) or supported by USG-funded programs.** Under no circumstances are any of these commodities to be sold or donated to third parties unless an exception has been requested in writing and approved. Exceptions may be considered in special cases, following request to PVC and based on PVC approval, such as the sale to recipients at nominal cost or as payment for work performed to promote projects of self-help and economic development. However, in no case shall supplies be withheld from needy persons because of their inability to pay or to work. Recipients may ship only

those commodities and only to those countries for which they have received prior approval from USAID. OFR recipients make all arrangements for transportation and are not subject to cargo preference. However, it is USAID policy to require at least 50 percent of OFR commodities to be shipped on U.S. flag vessels. For those commodities not shipped on U.S. flag vessels, freight charges may be reimbursed for vessels registered under the flag of any free world country, i.e. host country flag vessel (Code 941), flag vessel of developing countries or any free flag (Code 935) vessel. OFR recipients must submit allowable charges and vouchers for reimbursement with copies of the bills of lading to:

U.S. Agency for International Development
Ronald Reagan Building
USAID/FM/CMP/DC, Room 7.07
1300 Pennsylvania Ave., NW
Washington, DC 20523-7700

OFR is a cost-sharing program. The OFR Program reimburses PVOs for freight charges incurred and paid in transporting donated or purchased supplies from U.S. ports or, in the case of excess or surplus property supplied by the United States, from foreign ports to ports of entry in the recipient country. In the case of landlocked countries, OFR funds will pay for inland transportation (i.e., from point of entry to the final destination where the goods are received by the consignee). Recipients are required to absorb all the ancillary costs involved in making freight shipments overseas, such as packing, crating, warehousing, insurance, and inland transportation in the U.S. and in recipient countries that are not landlocked.

This modest program leverages many times the value of commodities shipped to USAID dollars spent.

D. ELIGIBILITY CRITERIA

Applicants must:

1. Be a U.S. PVO registered with USAID's Office of Private Voluntary Cooperation (PVC);
2. Be in compliance with current legislation governing the privateness test which requires PVOs to receive at least 20% of total annual financial support for international programs from non-U.S. government sources;
3. Submit a consignee affidavit to show that it has staff or consignees in-country to ensure proper pick-up and distribution of commodities; and
4. Provide Duty-Free Status Certification with the application

for each country to which commodities will be shipped.

E. AMOUNT OF AWARDS

The number of PVO applicants to the OFR Program has steadily risen, while the availability of funds for the Program remains limited. The competition for these funds has further increased the importance of the Review Committee's selection process. **It is our intention to limit OFR awards in FY 1999 to a maximum of \$150,000 for the worldwide and \$300,000 for the NIS OFR programs, respectively.**

F. CRITERIA FOR SELECTION

Proposals will be scored as follows:

1. Organizational Background (10%)

Organization provides evidence that they have prior experience or qualifications to undertake development or humanitarian programs and demonstrates that Ocean Freight funds will improve/enhance their organizational capacity.

2. Program Foundation (35%)

Program shows potential for significant impact in supporting long-range development, and/or relief/humanitarian assistance activities. Beneficiary needs are clearly identified and proposed program clearly supports program objectives.

3. Commodities (20%)

Demonstrates how these commodities will improve host country program operations and have an impact on beneficiaries and how these commodities address the needs of the target population.

4. Receiving and Distribution System (25%)

Demonstrates that a strong system is in place for receiving and distributing the commodities and monitoring their use.

5. Contribute to PVC's Strategic Objective and five Intermediate Results (5%).

6. Prepare and submit **clear and **complete** applications in accordance with the guidelines (5%).**

G. LIMITATIONS

The OFR program cannot be used under the following circumstances:

1. In countries not included on the Eligible Country Lists.
2. In countries where the PVO does not have staff or consignees to ensure proper pick-up and distribution of commodities.
3. Where the PVO charges the consumer a fee for the supplies or commodities proposed to be shipped under the OFR program (unless prior written approval is given).

H. APPLICATION REVIEW PROCESS

All applications received through the formal submission process listed under B. Preparation and Submissions above will be reviewed by the BHR/PVC Ocean Freight Review Committee. All PVO applicants must meet eligibility criteria set forth in Section D. Eligibility Criteria, and proposals will be scored against Section F. Criteria for Selection.

It is anticipated that applicants will be notified in April or May 1999 of the results of the Committee's review in writing.

COUNTRY LIST

FY 1999 OFR GRANT APPLICATIONS WORLDWIDE PROGRAM

AFRICA

Angola
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Cape Verde
CAR
Chad
Comoros
Congo
Cote d'Ivoire
Democratic Republic of the
Congo
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia
Madagascar
Malawi
Mali
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sudan
Swaziland
Tanzania
Togo
Uganda
Zambia
Zimbabwe

ASIA

Afghanistan
Bangladesh
Burma
Cambodia
Cook Islands
Fiji
India
Indonesia
Kiribati
Laos
Marshall Islands
Micronesia
Mongolia
Nepal
Niue
Pakistan
Papua New Guinea
Philippines
Soloman Islands
Sri Lanka
Thailand
Tonga
Tuvalu
Vanatu
Vietnam
Western Samoa

EUROPE

Albania
Bosnia-Herzegovina
Bulgaria
Croatia
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Macedonia
Poland
Portugal
Romania
Slovak Republic
Slovenia

LATIN AMERICA/ CARIBBEAN

Antigua/Barbuda
Argentina
Barbados
Belize
Bolivia
Brazil
Chile
Colombia
Costa Rica
Dominica
Dominican Republic
Ecuador
El Salvador
Grenada
Guatemala
Guyana
Haiti
Honduras
Jamaica
Mexico
Nicaragua
Panama
Paraguay
Peru
St. Kitts/Nevis
St. Lucia
St. Vincent/Grenadines
Suriname
Tobago
Trinidad
Uruguay
Venezuela

NEAR EAST

Cyprus
Egypt
Israel
Jordan
Lebanon
Morocco
Oman
Tunisia
Turkey
West Bank/Gaza
Yemen

COUNTRY LIST

FY 1999 OFR GRANT APPLICATIONS

NIS PROGRAM

Armenia	Moldova
Azerbaijan	Russia
Belarus	Tajikistan
Georgia	Turkmenistan
Kazakstan	Ukraine
Kyrgyzstan	Uzbekistan

**OCEAN FREIGHT REIMBURSEMENT PROGRAM APPLICATION
FY 1999**

1. PVO Name and Address:

2. Contact for this Application (Name, Title and Telephone):

3. Supply the following information based on your experience over the past two years in the area of commodity shipments. (If additional space is needed, another page may be inserted as page 1a).

1998

Program Description	Commodity Shipped	U.S.\$ Value	Ancillary* Costs	Ocean Freight + Costs	Total = Costs
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1997

Program Description	Commodity Shipped	U.S.\$ Value	Ancillary* Costs	Ocean Freight + Costs	Total = Costs
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*Includes: packing/crating; warehousing; insurance; inland transportation (U.S. and recipient country inland costs). **These ancillary costs are not allowable under the OFR program except inland transportation for landlocked countries.**

In what country(ies) are your proposed 1999 programs:

Country/Countries_____

Title of Program(s)_____

4. ORGANIZATIONAL BACKGROUND (10%)

(Maximum of 3 pages per question)

- A. Briefly describe your organization and major sectors of involvement.
- B. What are the goals and objectives of your organization?
- C. How would the OFR program support or enhance the humanitarian relief and/or long-term development activities of your organization or that of your partner(s) in the host country?
- D. What is your organization's history and experience in the targeted country(ies)?
- E. Please specify other sources of support your country program receives (donors, private funds, foundations, etc.).
- F. Other than USAID, what alternative sources of funds support the ocean freight costs of your programs? How much is provided annually?
- G. The amount of OFR funds currently available for use from OFR awards in years prior to and including if applicable, FY 1998.

Procurement <u>Authorization No.</u>	Amount of <u>Award</u>	Amount <u>Spent</u>	Available Amount
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- H. Amount of the above OFR funds available to be expended by December 31, 1998 (if applicable).

5. PROGRAM FOUNDATION (35%)

(3 pages maximum per question)

- A. Describe in detail the specific program(s) for which you seek OFR funds.
- B. What are the objectives of the program(s) and how will Ocean Freight support contribute to the achievement of these objectives?
- C. Discuss the humanitarian/emergency or the development focus of the program.
- D. How will OFR support strengthen your organization or that of your partner(s) in the host country?
- E. Describe your local partner(s) whose programs you will be supporting through the OFR program.
- F. Describe your process of consulting with your proposed local partner institution(s) or organization(s) during the proposal preparation.
- G. Do you have a memorandum of understanding or other agreement with your host country partner(s)?
- H. Describe any training on the equipment or supplies you send, maintenance, or other assistance.
- I. Who are the direct beneficiaries of the program?
- J. Estimate the number of beneficiaries assisted by this program and disaggregate by gender.
- K. Describe how the needs of the target population are determined.

6. COMMODITIES (20%)

(3 pages maximum per question)

- A. State in what way(s) shipping these commodities will improve program operations, increase access or the quality of the program.
- B. What difference will the these goods make to the target population?
- C. Describe and explain how the goods will respond to the needs of the beneficiaries population.
- D. For each of the categories listed below, break out the types of items that you anticipate shipping:

-Agricultural supplies/equipment
-Clothing

- Disaster items (tents, blankets, etc.)
- Educational supplies/equipment
- Medical supplies/equipment
- Non-PL 480 food
- Vehicles
- Other

D. What commodities are expected to be donated and what will be purchased?

E. Indicate the percentage of the following categories of supplies to be shipped under the OFR program in FY 1999:

Agricultural supplies	_____ %
Clothing	_____ %
Disaster items	_____ %
Educational supplies	_____ %
Medical supplies	_____ %
Non-P.L. 480 food	_____ %
Vehicles	_____ %
Other: _____	_____ %
Total	100%

F. Commodities shipped under the current OFR program in FY 1998, if applicable.

Total shipping costs	\$ _____
Less ancillary costs	_____
Amount received from OFR program in FY 1998	_____

G. Estimated costs to ship commodities under the OFR program in FY 1999.

Total estimated shipping costs	\$ _____
Less estimated ancillary costs	_____
1999 OFR funds requested	_____

- H. Provide a summary chart of your program activities. If your activities consist of basically the same program in a number of countries, provide a **Matrix (A)** that list the countries and the category of goods shipped, for example;

MATRIX: A

Countries	Type of Program	Commodities
Peru Bolivia El Salvador	Refugee Programs	Medical supplies
Kenya Tanzania	Primary Education Programs	Education Materials - books
Liberia	Food Security Programs	Agricultural supplies - tractors

If your activities consist of a variety of programs in one country, provide a **Matrix (B)** with the name the country and the type of program, for example:

MATRIX B

Country	Type of Program	Commodities
Kenya	1. child feeding 2. agricultural extension 3. relief work & refugee program	1. weaning food; ORS 2. tractors 3. vaccines; ORS; medicines
Tanzania	1. refugee, water sanit. 2. child feeding	1. tents; well drilling equipment; clothing 2. weaning food

- I. Organizations must complete summary sheet of the countries targeted for FY 1999, showing amount of FY 1999 OFR funds requested and the estimated value of those goods to be shipped (See Page 8)

7. RECEIVING AND DISTRIBUTION SYSTEM: (25%)

- A. Do you have a physical presence in the country? If not, who is responsible for receiving and distributing the commodities? If applicable, briefly describe criteria for consignee selection.
- B. Describe the entire process of receiving and distributing the OFR support commodities, i.e., clearing customs, warehousing, transportation and distribution of goods to final destination.
- C. Describe how your organization monitors the OFR shipment from shipping dock to the final distribution. Include a discussion of the following elements: reporting requirements; physical inspection, inventory control, distribution schedule, on-site inspection and beneficiaries response.

8. CONTRIBUTION TO PVC STRATEGIC OBJECTIVE AND INTERMEDIATE RESULTS: (5%)

Briefly describe how the proposed program(s) respond to PVC's capacity building objective and intermediate results focusing on: 1) operational and technical capacity of U.S. PVOs improved; 2) strengthened partnership between USAID and U.S. PVOs; 3) strengthened U.S. PVO and NGO partnership; 4) improved mobilization of resources by PVC's PVO partners; and, 5) U.S. public awareness raised.

ANNEX A

SAMPLE
Consignment Affidavit

_____, being duly sworn on
his/her oath says he/she is _____ of _____
and that he/she makes this affidavit for and on behalf of said
agency.

That the consignee listed herein is qualified to
receive and to assume complete responsibility for the disposition
of supplies shipped by _____, and that
the supplies shipped to such consignee will be distributed on a
non-commercial basis, free of cost to beneficiaries receiving
such supplies.

The name and address of the consignee
_____ agrees to continue to supply the U.S.
Agency for International Development with current information
concerning those authorized to receive supplies; and in the event
of the improper use, to remove such designated consignees from
list furnished to the U.S. Agency for International Development.

Name
Title

SUBSCRIBED and sworn to before me, a Notary Public,
in and for _____, this _____ day of _____.

APPLICANT NAME: _____

FY 1999 OCEAN FREIGHT REIMBURSEMENT PROGRAM
COUNTRY SUMMARY LIST

<u>COUNTRY</u>	<u>\$ AMOUNT OF OCEAN FREIGHT FUNDS REQUESTED</u>	<u>ESTIMATED \$ VALUE OF GOODS TO BE SHIPPED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

PREVIOUS RECIPIENTS OF OFR PROGRAM FUNDS ARE TO ASTERISK THE COUNTRIES THAT ARE NEW TO THE OFR PROGRAM IN FY 1999. **PLEASE NOTE** THE INFORMATION CALLED FOR IN THE COUNTRY SUMMARY LIST IS AN ESTIMATED PROJECTION OF THE TARGET COUNTRIES AND THE COMMODITIES TO BE SHIPPED IN FY 1999.